



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS

Mailing Address: 500 JAMES ROBERTSON PARKWAY; NASHVILLE, TENNESSEE 37243-1150

TELEPHONE: 800-544-7693 OR (615) 741-8307 OR FACSIMILE (615) 532-2868

<http://tennessee.gov/commerce/boards/contractors/>

INSURANCE INFORMATION

The Board for Licensing Contractors regulates licensing for five (5) professions. Their insurance and bonding requirements are listed in each of their applications; however, the following is a summary:

<u>LICENSE TYPE</u>	<u>INSURANCE</u>
Contractors (<i>Building, Electrical, Mechanical, Specialty, etc</i>)	General Liability and Workers Comp
Home Improvement	General Liability/Workers Comp/Bond
Limited Licensed Electricians (LLE)	None
Limited Licensed Plumbers (LLP)	None
Pre-License Course Providers	\$50,000 Bond

(Note: Local municipalities and permit issuing agencies may also require insurance and bonding)

General Liability

Effective July 1, 2007, the state law requires all contractors to obtain General Liability insurance in order to renew or apply for a contractor or home improvement license. In addition, Workers Compensation insurance is also required.

The Board has established the following as a "minimum" amount of coverage and it's based on the monetary limit (amount the contractor may contract) designated on the license. Please check with your insurance provider, as they may advise to apply for more or additional coverage, based upon your individual needs and the amount of projects you perform.

<u>Contractor's License Monetary Limit</u>	<u>Minimum General Liability Insurance</u>
Less than \$25,000 (Home Improvement)	\$ 100,000
Up to \$500,000	\$ 100,000
\$500,001 to \$1,500,000	\$ 500,000
\$1,500,001 to Unlimited	\$1,000,000

Workers Compensation

Workers compensation insurance is required by the contractor and home improvement licensees who have one (1) or more employees. Information concerning this law is with the Department of Labor and Workforce and their website is at: <http://www.state.tn.us/labor-wfd/wcomp.html>

(Monitor pending legislation and law changes, effective December 31, 2009)

Requirements for Proof of Insurance

The Board requests a **certificate of insurance** (available from your insurance agency) which lists a **policy number** (not binder or account number), a **beginning and expiration date**, and **limits** of the insurance. The **name on the license** must match the **name in the insured box**. The **Board should be listed as the certificate holder**.

- "Producer" section must include the name of the insurance agency, and telephone number;
- "Insured" section should list the name of the contractor as licensed;
- "Certificate of Insurance" should list the name of the insurance company;
- "To Be Determined" or "TBD" is not acceptable;
- Policy effective and expiration date listed;
- "Description of Operations" portion must list: "State of Tennessee Contractors License";
- "Certificate Holder" section should list the "Board for Licensing Contractors" with address; and
- "Cancellation Notice" section must be completed with at least **10 days** notice to be given.

*Note: To ensure the insurance is matched to your license, please include the **license ID#** on the certificate. If the license is pending issuance for proof of insurance, attach a cover letter or the insurance, otherwise, it may be filed without processing the license issuance.*

- Limits required to be listed on Certificate of insurance:
 - Each occurrence (*this value must comply with minimum requirements based on monetary limit*)
 - Damage to Rented Premises (each occurrence)
 - Medical Expense (any one person)
 - Personal & Adv Injury
 - General Aggregate
 - Products- comp/op agg

Cancellation

The license is considered invalid upon cancellation of the bond. We request the insurance company to notify the Board, as the certificate holder, 10 days prior to cancellation. Contractors may request their license to be placed in retirement by submitting the retirement application and \$25.00 fee, should they not renew or cancel their own coverage.

Bond

"Home Improvement" contractors must submit proof of financial responsibility or an Irrevocable Letter of Credit, in the amount of \$10,000; typically a surety bond. The sample form is included in the Home Improvement application.

"Pre-license Course Providers" must supply a \$50,000 bond in order to be approved to offer contractor exam courses. The sample form is included in their application.

(A bond is only required for these two(2) programs listed above, however, the local municipalities may require bonds as part of their local license, permits, and inspection process.)

Law

The following is a summary of legislation SB1784, Public Chapter 130:

AN ACT to amend Tennessee Code Annotated, Title 62, Chapter 37 and Title 62, Chapter 6, relative to contractors.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF
TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 62-6-111(a)(1), is amended by inserting the following sentence at the end of that subdivision: "Any application for initial licensure or for renewal of licensure also shall be accompanied by an affidavit affirming that the applicant maintains general liability insurance and workers' compensation insurance and specifying the amount of such insurance as well as any other information the board may require."

SECTION 2. Tennessee Code Annotated, Section 62-37 (was deleted under a separate bill and merged with 62-6).

SECTION 3. This act shall take effect July 1, 2007, the public welfare requiring it.

For the most current publication of the law, you may obtain from our website or at the LexisNexis Law Publishing site at: www.michie.com

Rules and Regulations

0680-6-.01 Definitions

- (1) "Applicant" means an individual or entity who/that is applying for a home improvement contractor license or a general contractor license with the Board.
- (2) "Board" means the Board for Licensing Contractors created by Tenn. Code Ann. § 62-6-104.
- (3) "General Liability Insurance" means an insurance policy providing insurance coverage for negligent acts or other acts of the principal insured or the principal insured's agents or employees, operating in the course and scope of the agency or employment.
- (4) "Licensee" means an individual or entity who/that is licensed with the Board as a home improvement contractor or a general contractor.

Authority: Chapter 130 and Chapter 460 of the Public Acts of 2007, §1 and T.C.A. §§ 62-6-108 and 62-6-111(a)(1) [effective July 1, 2007] and 62-6-506(b)(5) [effective July 1, 2007].

Administrative History: Public necessity rule filed June 29, 2007, expired December 11, 2007. Public necessity rule filed December 11, 2007; effective through May 24, 2008.

0680-6-.02 AMOUNT OF INSURANCE.

- (1) Board licensees and applicants shall maintain general liability insurance as follows:
 - (a) In the case of all home improvement contractor applicants or licensees, or if a general contractor applicant's or a licensee's monetary limit is between the amounts of zero dollars (\$0) and five hundred thousand dollars (\$500,000), then the applicant or licensee shall obtain a general liability insurance policy in an amount not less than one hundred thousand dollars (\$100,000).
 - (b) If an applicant's or a licensee's monetary limit is between the amounts of five hundred thousand one dollar (\$500,001) and one million five hundred thousand dollars (\$1,500,000), then the applicant or licensee shall obtain a general liability insurance policy in an amount not less than five hundred thousand dollars (\$500,000).
 - (c) If an applicant's or a licensee's monetary limit is one million five hundred thousand one dollar (\$1,500,001) or more, then the applicant or licensee shall obtain a general liability insurance policy in an amount of not less than one million dollars (\$1,000,000).

Authority: Chapter 130 and Chapter 460 of the Public Acts of 2007, §1 and T.C.A. §§ 62-6-108 and 62-6-111(a)(1) [effective July 1, 2007] and 62-6-506(b)(5) [effective July 1, 2007].

Administrative History: Public necessity rule filed June 29, 2007, expired December 11, 2007. Public necessity rule filed December 11, 2007; effective through May 24, 2008.

December, 2008 (Revised)

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- (c) If an applicant's or a licensee's monetary limit is one million five hundred thousand one dollar (\$1,500,001) or more, then the applicant or licensee shall obtain a general liability insurance policy in an amount of not less than one million dollars (\$1,000,000).

Authority: Chapter 130 and Chapter 460 of the Public Acts of 2007, §1 and T.C.A. §§ 62-6-108 and 62-6-111(a)(1) [effective July 1, 2007] and 62-6-506(b)(5) [effective July 1, 2007].

Administrative History: Public necessity rule filed June 29, 2007, expired December 11, 2007. Public necessity rule filed December 11, 2007; effective through May 24, 2008.

December, 2008 (Revised) 1 LICENSING CONTRACTORS CHAPTER 0680-6

0680-6-.03 PROOF OF INSURANCE.

- (1) Applicants shall provide the Board with a copy of a certificate of insurance upon applying for licensure with the Board as proof of having obtained a general liability insurance policy.
- (2) Licensees shall provide the Board with a copy of a certificate of insurance upon renewing his/her/its license as proof of having maintained a general liability insurance policy.
- (3) Applicants and licensees shall name the Board as the certificate holder on the general liability insurance policy.

Authority: Chapter 130 and Chapter 460 of the Public Acts of 2007, §1 and T.C.A. §§ 62-6-108 and 62-6-111(a)(1) [effective July 1, 2007] and 62-6-506(b)(5) [effective July 1, 2007].

Administrative History: Public necessity rule filed June 29, 2007, expired December 11, 2007. Public necessity rule filed December 11, 2007; effective through May 24, 2008.

For the most current publication of Rules and Regulations, you may obtain from our website or at the Secretary of State at: <http://www.state.tn.us/sos/rules/0680/0680.htm>

NOTE: For better service, it is best **NOT to submit a “Certificate of Insurance” separately** from the pending license application. If it is not attached to your application, please use the **“Notice of Insurance”** form (see page 5). Due to hundreds of certificates received daily, any insurance certificate sent loosely without being attached to a renewal, license application or revision request, may not get properly matched with a pending license request and it could delay issuance. Therefore, when submitting without your application attached, we would appreciate utilizing the attached. Thank you!



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<http://tennessee.gov/commerce/boards/contractors/>

Email: Contractor.Renewal@tn.gov

NOTICE OF INSURANCE

It is encouraged to only send proof of insurance with the appropriate application form, such as when applying for a new license, renewing or for obtaining a license revision. This will ensure the license issuance of a pending request. However, if you failed to include proof of insurance with the application, you may submit the "Certificate of Insurance" with this form to identify the appropriate section to forward where it is needed.

1. Attached is an updated "Certificate of Insurance" to be placed in the records of the Board for Licensing Contractors, for a license as:

- ☐ Contractor: ____ - License ID# ____; ____ -N/A
☐ Home Improvement: ____ - License ID# ____; ____ -N/A

2. This "Certificate of Insurance" is forwarded to the Board for the following reason(s):

- ☐ Pending Renewal – Needed to complete license renewal issuance
☐ Pending New License – Needed to obtain new license
☐ Pending Revision – Needed to complete for revision of license:
__Name Change; __Mode of Operation Change; __Increase __Other
☐ Renewed Insurance – For Records Update
☐ Records Update - Due to new provider, cancellation or expiration
☐ Cancellation Notice – License to be made "Invalid"
☐ Other - _____

Submitted by: ☐ Contractor ☐ Insurance Company ☐ Other - _____

Name: _____

Address: _____

Date _____

Signature

Physical Address: 710 James Robertson Parkway, Third Floor Andrew Johnson Tower